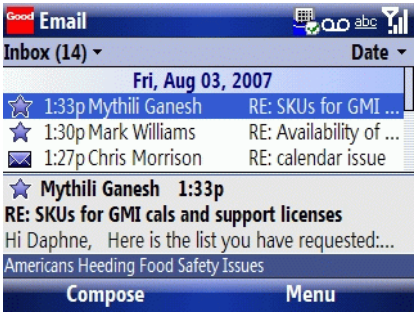
Good Mobile Messaging for the MOTO Q™ 9h/MOTO Q™ 9h global Quick Start Guide



Screen Indicators

2	New email		Forwarded message
	New, unread message		Message is flagged for follow up
	New, unread message with attachment		Message is flagged as complete
	New, unread high-importance message		Data being sent or received
	Priority mail	2	Composing message
	Meeting request	1	Outgoing message
	Opened, read message		New SMS/text message
	Opened, read message with attachment		New MMS message
	Opened, read high-importance message		Working offline
	Replied to message		

Notifications in the on-screen alert bar include new email, completed More requests, completed Contacts Lookup operations, and reminders. Select # or X to dismiss the notification or * or O to view the notification.

Navigating Good on the Motorola Q™ 9h/Q global

Item	Description
Navigation key	Use the navigation key on your phone to move around the screen. You can move up, down, left, or right.
Select Key	Use to select a highlighted item. Press the center of the navigation key to select items.
Soft Keys	Use the two soft keys located directly below the screen to select a menu. The menus change depending upon the application.
Back Key	Press the back key to return to the previous screen. If you are in a text entry field or compose area of an email, pressing the back key deletes the characters to the left of the cursor. The button below the side scroll keys is also a back button.
Left Key (on Navigation key)	Press the left arrow or left key on navigation key to return to a field at the top of the screen. For example, if you are scrolling through a long list of contacts and want to return to the Find field, press the left arrow key.
Home	Press the Home key to return to the Home screen. The Home screen also includes icons (such as the Email, Compose, Calendar, Contacts, and RSS) that you can select to start the application. Holding down the Home key provides access to the Quick List for: • Switching the handheld on/off • Using Wireless Manager to switch Bluetooth and the Radio to on/off • Turning keyboard lock on/off • Switching to different notification profiles (Normal, Silent, Vibrate, etc.)
Good Launcher	The Good Launcher includes a menu of all of the Good Messaging applications and preferences. From the Home screen, select the Good logo to open the Good Launcher. You can return to the Good Launcher at any time by selecting Menu, and then Good Launcher while using a Good Messaging application.

Item	Description
Start Menu	From the Home screen, use the Start menu to access all applications, including Good Mobile Messaging.
Notifications	You receive an on-screen alert to notify you when a particular event occurs. For example, if a new email arrives or an appointment is coming up, a yellow alert appears on the bottom of the screen. Press O to view the notification or X to dismiss it.

Shortcuts

General	
Go to **G**ood Launcher	g
Close notification	x
Open notification	o
Toggle Good News viewer	. (period)
Delete item	d
Go to **b**ottom of list	b
Go to **t**op of list	t
Go to **n**ext item in list	n
Go to **p**revious item in list	p
Send/Receive now	z
Manual **l**ock	l

Email	
Reply	r
Reply to **a**ll	a
Forward message	f
Move message to folder	m
Mark message as **u**nread	u
Open or close Preview Pane	v
Set flag	l
Change to **C**onversations view	c
Change to **S**enders view	s

Calendar	
Open **A**genda view	a
Open Day view	d
Open **M**onth view	m
Open **W**eek view	w
Jump to date	j
Go to current da**y**	y

Tasks/To Do	
Mark as **C**omplete	c

Common Tasks

Task	Description
Determining Text Entry Modes	The input mode is displayed in the top right corner of your handheld's screen. • **ABC** indicates caps lock • **Abc** indicates the initial capitalization • **abc** indicates lowercase mode
Entering Characters Not on the Keyboard	Press the Function and Shift keys simultaneously.
Selecting Text	Press Shift and then an arrow key. To select a word, press Shift, Alt, and then an arrow key.
Copying and Pasting Text	Select a word or line of text and Menu, Edit and then Copy. To paste text, select Menu, Edit, and then Paste.
Deleting Text	Press the back key to delete text that is left of the cursor.
Email	
Creating a Message	Select the Compose icon from the Good Messaging Home screen. Enter the recipient's email address in the To field. Select Menu and Add Recipient to add additional recipients. To add a new line, press the Center key. Use the left soft key to send the message.
Selecting Messages	To select one or more messages, press the Shift and the up arrow to select messages above and press the down arrow to select message below. To return to the first message in the folder, press T. Press B to go to the last message.
Changing email views	Select Display Options to view your email in one-line, two-line, or in a variety of other views. You can also sort your email by conversations, senders, or unread messages.
Canceling Compose	To cancel a message while you are composing it, select Menu, Options, and then Cancel Compose.
Composing multiple email messages	You can compose more than one message at one time without sending them or saving them to the Drafts folder.
Sending attachments	You can add up to 16 attachments to a message. From the Compose screen, select Attach File or Attach Picture.
Using prioity mail	From Email Options, select Priority Mail to set the viewing options and to add a list of Priority Senders.
Contacts	
Displaying contacts	Click Contacts. Your personal contacts are displayed. To display shared contacts (optional feature), if any, select the Contacts bar to display other contacts folders. The "Company History" folder contains your handheld's recent senders and recipients if listed in the Global Address List. To add/remove folders displayed, use Options | Good Messaging Preferences | Public Folders - Contacts.
Finding contacts	In Contacts, begin typing in the Find field. Contacts whose first or last names match the text you type appear in the contacts list. Use the back key to back up in Find.

Task	Description
Calendar	
Scheduling a new meeting	From the menu, select New Meeting. Enter the subject, location and so on. You can invite up to 32 attendees to a meeting or appointment. You can see if an attendee is free or busy during the proposed time. (Exchange only)
Booking a conference room	Once you have designated a date and time for a meeting or appointment, Good Messaging displays a list of conference rooms. (Exchange only)
Booking meeting as Busy/Tentative/OOO	When you create a new meeting, you can select Free, Busy, Tentative, or OOO (out of office) after Show As: option. Select Suggested Times for a list of recommended times when participants are available.
Setting up recurring meetings	When you create a new appointment, select Edit Recurrence to set up a repeating meeting. (Exchange only)
Get suggested times	When creating a new meeting, select Suggested Times to search for a time that works for all attendees.
Changing meeting times	Open the meeting and use the left soft key to select Edit. Using the navigation key, navigate to the start time and press the Select key. Use the up or down arrow on the navigation key to change the time. Use the right or left arrow on the navigation key to edit the minute and AM/PM designation. When you're done, press the Select key again.
News	
Adding feeds	To add feeds, select News from the Good Launcher. Select Menu and then Add Feeds or Add Feeds by URL A list of popular RSS feeds is included or you can enter an RSS URL manually.
Turning notifications on/off	From the News application, select Menu/Options/News Options. You can automatically receive News feeds or choose to manually synchronize feeds.
Preferences	
Work offline	Select Work Offline option from the menu to conserve battery and continue working in fringe reception areas by suppressing connection dialogs.
Trigger data flow	Use the menu option Send/Receive Now or use the keyboard shortcut z to trigger immediate data flow to and from the handheld. The "Data Off" radio icon will indicate the need to select this option.
Set notifications	Select Good Messaging Preferences | Notification. Notifications are available for email (Inbox, other folders, or priority mail) or reminders.
Change font size	From Good Preferences, select Screen to increase or decrease the text font size.
Categories	You can assign a category to a contact, to do, or task. From Good Preferences, select Categories to create a new one. When you are creating or editing a contact, to do, or task, select a category for the item.

Task	Description
Dialing the Phone	Press the green call/answer key from within a Good Messaging application. Enter the phone number you wish to call. The call history is listed below the number entry field. It lists incoming and outgoing calls. You can also select a number from the call history and then press the green phone key to dial the number.
Dialing by Name	Press the green call/answer key and use the keypad to enter the name of the person you want to call. As you enter characters, the names are matched against those stored in your contacts. You can also enter the first initial, space, and then last name. Select the contact, use the right arrow key to cycle through available phone numbers, and then press the green phone key to make the call. You can also open Good Messaging Contacts and select the contact you want to call.
Using Speed Dial	To add a number to speed dial, select a phone number from contacts or call history, press Menu, and then Add to Speed Dial. Assign a speed dial number. You can enter up to 99 entries. To dial a number, press and hold the speed dial number. For fast, convenient access to frequently used applications, you can assign a speed dial position to an application. From the Start menu, highlight the application. Press the Menu key. Select Add Speed Dial.

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